



Assistant City Manager

General Information

Classification Code:	MGREXE
Effective Date:	08/01/2021
Pay Grade:	E91
FLSA Status:	Exempt

Position Summary

Under the general direction of the City Manager, this position implements the strategic objectives established by the City Council. Provides effective guidance and response to City Council; assists in providing executive leadership for the organization and direction to City staff; provides administrative guidance and oversight to the departments of Development and Public Works to ensure that goals and objectives are achieved in a timely and professional manner; meets with DPW Directors to evaluate strategies and approaches; provides strategic development, implementation and evaluation of the City's legislative, public affairs, media relations and communications programs, projects, and activities; provides guidance for city's economic development programs and serves as a liaison between the City Council, operating departments, and the City Manager. Acts in the absence of the City Manager. Other duties of a similar nature.

Classification Characteristics

The position of Assistant City Manager is a standalone position in the Executive Manager classification. Executive Managers are responsible for directing, coordinating, and managing all activities related to an assigned City department including the development of programs critical to the success of the City. Incumbents apply advanced management principles with critical impact on citizens and the organization; employ strategic thinking having long-term citywide application and impact; develop and implement programs critical to the City; and control complex functions and major resources. Incumbents provide overall direction for City Departments and functions.

Positions are accountable for major program outcomes for the department as well as integration with other departments. Direction is given across functions or organizations, with responsibility for overall objectives, staffing and resource allocation. The Assistant City Manager position differs from other department directors in that it is concerned with assisting the City Manager with all aspects of the City's management. The responsibilities of this classification are citywide in nature and decisions involve the development of broad organizational direction.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

- 1 Provides leadership and direction for complex projects requiring coordination between departments, and/or other agencies; monitors progress in achieving organization work plans and budget goals;
- 2 Directs and manages staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring that staff is trained; ensuring that employees follow policies and procedures, and maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
- 3 Facilitates, leads, and/or participates in meetings, proceedings, and committees; represents the City in a variety of settings and serves on task forces, committees, and other groups as needed. Serves as a liaison between departments, external organizations, the general public and other agencies.
- 4 Manages the City's branding, marketing, high profile materials, and outreach to increase awareness of programs, services and issues facing the community; manages planning and production of high-profile

Essential Duties	
	ceremonies and public events; utilizes community events and workshops to provide public information about programs, policies and activities.
5	Participates as a member of the City Executive Team. Contributes input on the implementation of goals, policies and directives of the Council. Provides policy formulation, strategic direction, and program development.
6	Builds coalitions and maintains relationships between the City and community leaders, local, regional, state and federal representatives and agencies, advocacy organizations, the media, and the public to advance priorities and interests of the City;
7	Monitors, tracks and analyzes legislation affecting the City's programs, projects and activities; designs state and federal legislative platforms; organizes advocacy trips; plans, and implements regional forums; communicates information to the City Manager and Council;
8	Directs and reviews the analysis of a variety of reports and information; determines and provides oversight for the initiation of necessary changes in departmental operations; conducts a variety of research and special studies/projects.
9	Performs other duties of a similar nature or level.

Functional Specific Responsibilities
N/A

Qualifications
Minimum Qualifications: <ul style="list-style-type: none"> Bachelor's Degree and 7-10 years increasingly responsible experience in the field of public administration or a field related including management and executive management experience; and 5 or more years of management experience (including at least 2 years of executive management experience or experience equivalent in scope or complexity). Experience working in public or governmental agencies preferred, and lobbying experience at a state level desirable.
Licensing/Certifications: <ul style="list-style-type: none"> N/A
Technology Skills: <ul style="list-style-type: none"> Data base management system software — Relational database management software. Data base reporting software — Database reporting software. Document management software — Adobe Systems Adobe Acrobat . Enterprise application integration software — Extensible markup language XML . Enterprise resource planning ERP software — Oracle PeopleSoft. Internet browser software — Web browser software. Office suite software — Microsoft Office (Word, Excel, PowerPoint, Publisher, Outlook, etc.).
Knowledge Required: <ul style="list-style-type: none"> Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources. Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Qualifications

- **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Law and Government** — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- **Economics and Accounting** — Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- **Public Safety and Security** — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- **Psychology** — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Skills:

- **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Management of Personnel Resources** — Motivating, developing, and directing people as they work, identifying the best people for the job.
- **Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.
- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Management of Financial Resources** — Determining how money will be spent to get the work done, and accounting for these expenditures.
- **Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Negotiation** — Bringing others together and trying to reconcile differences.
- **Persuasion** — Persuading others to change their minds or behavior.
- **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
- **Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Time Management** — Managing one's own time and the time of others.
- **Writing** — Communicating effectively in writing as appropriate for the needs of the audience.
- **Management of Material Resources** — Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- **Learning Strategies** — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **Service Orientation** — Actively looking for ways to help people.

Abilities:

- **Oral & Written Comprehension** — The ability to listen to, read, and understand information and ideas presented through spoken words and sentences or in writing.
- **Oral & Written Expression** — The ability to communicate information and ideas in speaking and in writing so others will understand.
- **Speech Recognition & Clarity** — The ability to identify and understand the speech of another person and to speak clearly so others can understand you.

Qualifications	
•	Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
•	Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
•	Originality — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
•	Flexibility of Closure — The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
•	Number Facility — The ability to add, subtract, multiply, or divide quickly and correctly.
•	Perceptual Speed — The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.
•	Speed of Closure — The ability to quickly make sense of, combine, and organize information into meaningful patterns.
•	Memorization — The ability to remember information such as words, numbers, pictures, and procedures.
•	Selective Attention — The ability to concentrate on a task over a period of time without being distracted.
•	Time Sharing — The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).

Physical Requirements											
Key	None 0% (0 hrs.)	Seldom 1-10% (Up to 1 hrs.)	Occasionally 11-35% (Up to 3 hrs.)	Frequently 36-75% (3-6 hrs.)	Continuous 76-100% (6+ hrs./day)						
	0%	1-10%	11-35%	36-75%	76-100%		0%	1-10%	11-35%	36-75%	76-100%
BODY POSITIONS						PUSH/PULL					
Standing				X		0-10 lbs.			X		
Sitting					X	11-20 lbs.		X			
Walking – Even Surface		X				21-50 lbs.		X			
Walking – Uneven Surface		X				51-75 lbs.	X				
Kneeling	X					76-100 lbs.	X				
MOVEMENTS						ENVIRONMENTAL HAZARDS					
Bending/Stooping		X				Indoors					X
Twisting		X				Outdoors		X			
Crawling	X					Dust	X				
Squatting/Crouching	X					Fumes/Odors/Gasses	X				
Balancing	X					Chemical Agents	X				
Reach – Overhead	X					Biological Agents	X				
Reach – Forward		X				Noise – Low		X			
Reach – Backward	X					Noise – Moderate	X				
Climbing – stairs		X				Noise – High	X				
Climbing - ladder	X					Low Light	X				
USE OF HANDS						Heat	X				
Grasping – whole hand		X				Cold	X				

Physical Requirements											
Grasping – pinch grip			X			Restricted workspace Vibration – whole body Vibration - extremity	X				
Fine manipulation/feeling			X				X				
Keyboarding				X			X				
LIFT/CARRY						JOB SPECIFIC					
0-10 lbs.			X			Driving – vehicle/equipment	X				
11-20 lbs.		X				Operate foot controls	X				
21-50 lbs.	X					Seeing			X		
51-75 lbs.	X					Talking			X		
76-100 lbs.	X					Hearing				X	
						Extended work hours				X	

Classification History

2012.01 - Created

2021.08 – Revised by HR

I have reviewed the job description.

Employee: Name_____ **Signature**_____ **Date**_____